

FTC-I-3

System name:

Requests for Staff Opinion and Responses Thereto -- FTC.

Security classification:

Not applicable.

System location:

Federal Trade Commission, 6th Street and Pennsylvania Avenue, NW., Washington, DC 20580.

Categories of individuals covered by the system:

Applicants for advisory opinions under § 1.1(b) of the Commission's Rules of Practice, 16 CFR 1.1(b).

Categories of records in the system:

Name and address of requester; business information; proposed courses of business action; Commission responses to requests.

Authority for maintenance of the system:

Federal Trade Commission Act.

Purpose(s):

To maintain records of requests for informal advice and Commission staff responses; to use those records in relation to subsequent requests for informal advice; and to make that information available to the public.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

In addition to the disclosures generally permitted under 5 *U.S.C.* 552a(b), and the disclosure provisions described in Appendix I of this notice, records or information in these records may be specifically disclosed pursuant to 5 *U.S.C.* 552a(b)(3) as follows, provided that no routine use specified either herein or in Appendix I shall be construed to limit or waive any other routine use:

- (1) Used to provide staff advice that is responsive to a request from a member of the public;
- (2) Used to maintain records of advice given for use of the staff for preparation of future

Commission opinions and to coordinate and assure consistency of position;

(3) Used as a possible referral to appropriate federal or state agencies for advice or where law enforcement action may be warranted;

(4) Individual records that are of historical value may also be incorporated into System VII-6, Information Retrieval Indexing System; and

(5) Information may be made part of the public record of the Commission and made available to the public.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

May be maintained on standard legal-size and letter-size paper; magnetic disks and tapes; microfilm and microfiche; or optical storage media.

Retrievability:

Indexed by name of requesting party.

Safeguards:

Available to the public and all agency staff. Maintained in lockable office.

Retention and disposal:

Maintained from June 1962; no present disposal program.

System manager and address:

Supervisor, Records Branch, Information Management & Dissemination Division, Federal Trade Commission, Sixth Street and Pennsylvania Avenue, NW., Washington, DC 20580.

Notification procedure; record access procedure; and contesting record procedure:

See Appendix II.

Record source categories:

Individual proprietorship, corporation, or other business organization, or counsel seeking or receiving a staff advisory opinion and FTC employees.